



JOB DESCRIPTION

JOB TITLE: Junior Program Officer for YCP

FUNCTIONS: Program Administration

LOCATION: Mumbai

REPORTS TO: Co-ordinator

REPORTEES: None

Purpose of the Role: The incumbent works under the Co-ordinator to ensure that the YCP (Youth for Change) program is seamlessly implemented enabling Akshara to meet its goal of a gender equal and just society.

ROLE ACCOUNTABILITIES

1} Program Administration / Implementation:

- 1.1 Assists in carrying out the activities/ initiatives outlined in the annual program calendar.
- 1.2 Follows up with colleges for necessary permissions and approvals.
- 1.3 Ensures propaganda and visibility of programs in identified colleges to mobilize participation.
- 1.4 Works in identified colleges with NSS/ WDC program officers and students.
- 1.5 Helps senior member with co-ordination/ planning/hosting of Orientation, Melas & other activities.
- 1.6 Assists with follow up's, mobilizes students and ensures good turn out in the sessions and events.
- 1.7 Assists with the identification of appropriate resources (both people and material) for the workshops/ campaigns.
- 1.8 Assists with student selection and orientation.
- 1.9 Extends support to students to initiate social actions
- 1.10 Prepares digital content to keep in touch with participants
- 1.11 Works with Seniors to set up, match and track the progress of the students and Peer Guides.

2} Logistic, Data & Financial Management:

- 2.1 Plans program logistics including venue, banners, equipment and other event related material.
- 2.2 Documents various events, sources stories from participants and collects photographs.
- 2.3 Writes vouchers and tracks expenses to ensure budgetary adherence
- 2.4 Manages Inventory of posters, banners and collaterals.
- 2.5 Assists with keying in of necessary information: Enrolment data, feedback, expenses etc.
- 2.6 Helps in providing inputs and writing case studies.
- 2.7 Assists with data for report generation for sessions and activity.
- 2.8 Helps with data analysis to support reporting.
- 2.9 Writes draft reports and also assists with inputs for reports/ presentations by seniors to key stakeholders.

3. Akhara / Organizational Contribution:

- 3.1 Participates in routine meetings
- 3.2 Ensures optimal co-ordination and collaboration with other members of the organization.
- 3.3 Invests in self- development to become a valued member of the team.
- 3.4 Interfaces with the community or beneficiaries of program to create goodwill and builds relationship with them.

MINIMUM QUALIFICATIONS, SKILLS AND COMPETENCIES

Education:

- o Bachelors or Masters in any discipline/ Social Work

Work Experience:

- o Fresher OR Minimum of one year experience in Fieldwork

Knowledge, Skills and Abilities:

- o Verbal & Written Proficiency in English, Hindi & / or Marathi.
- o Can build rapport with students
- o Ability to work as a team player.
- o Good with follow up.
- o Comfortable using MS Office: Word, Excel and Power-point.
- o Attention to details.
- o Good with numbers and data.

Personal Traits:

- o Demonstrates integrity and respect.
- o Display ownership.
- o Enthusiastic
- o Commitment: to social change and activism especially in gender issues
- o Commitment to personal development
- o Collaborative
- o Organized and methodical

Days, Hours & Shifts:

- o 8 Hours -5 days a week + alternate Saturdays

- o Day shifts with emphasis on Field work
- o Occasional meetings / engagements in the evening/on holidays.

Compensation & Benefits:

- o Salary
- o Travel and phone compensation
- o 30 days a year of leaves and holidays after confirmation
- o Ex -gratia benefit
- o Accident and Medical Insurance

To apply: Interested women candidates should send an up-to-date CV with a covering letter stating why you want to work with Akshara Centre and mail them to nanditag@aksharacentre.org. In subject line, write Application for Senior Programme Officer. Include samples of work if possible.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED

About Akshara:

Akshara is a women's organisation which for the past 25 years has focused on – women's empowerment and prevention of violence against women.

- We empower young under-privileged women with financial support, gender trainings and social actions;
- We transform young men and women to become Gender Advocates and
- Lobby for a Safe City by collaborating with the police, BMC and transport authorities.

Check out our website www.aksharacentre.org

FB: www.facebook.com/Akshara-Centre

Instagram: www.instagram.com/aksharacentreindia/

Resource website: www.standupagainstviolence.org